



City of
Prince Albert

Apron Management and Safety Plan

Prince Albert (Glass Field) Airport

CYPA

City of Prince Albert

181 Veterans Way

(306) 953-4966

Prince Albert (Glass Field) Airport TRAFFIC DIRECTIVES & AVOP

AMENDMENT CONTROL SECTION

Amendment Procedures

The Airport Manager is responsible for the development, issuance and control of amendments to this manual. Once reviewed by the SMS committee, amendments will be properly inserted by the person in the position indicated on the distribution list. All manual holders will be responsible for the safe custody and maintenance of their manual.

Within thirty days of issue of an amendment, confirmation will be provided to the Airport Manager that the required amendment action has been accomplished by the return of the amendment control page, signed and dated by the individual amending the manual.

- (a) Each page will show the amendment number and date at the bottom.
- (b) All amendments will be shown by providing a vertical black line in the margin where changes in paragraphs or wording are made.

Corrigenda

Minor changes (ie. phone numbers, typos) can be accommodated by "pen and ink" amendments without SMS committee review. Distribution of the changes will be the same as above and a record of these changes will be recorded in the corrigenda in the same format as the Record of Amendments.

Prince Albert (Glass Field) Airport TRAFFIC DIRECTIVES & AVOP

RECORD OF AMENDMENTS

No.	Date of Issue	Changes Made	Entered By
1	September 30, 2021	Apron I parking stand layout / use, PLR	Corey N

CORRIGENDA

No.	Date of Issue	Date Entered	Entered By

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1. INTRODUCTION

The airside of an airport is a specialized working environment which is governed by rules specifically designed to prevent accidents and minimize the risks of injury to all persons within it.

This manual is a reference source to combine the applicable acts, regulations and procedures related to safe apron operations that experience has shown to be most important in the airside working environment. These rules are largely drawn from TP312 Aerodrome Standards and Recommended Practices, ICAO Aerodrome Standards Design and Operation.

This manual should be considered supplemental to the Prince Albert Airport Operation Manual and the Airport Local Airport Traffic Directives AVOP, Airport Winter Maintenance Plan. The directives contained in this manual apply at Prince Albert (Glass Field) Airport only and are based on Acts, Regulations, infrastructure capacity, procedures and best practices for the safe and orderly operation of activities on airport aprons.

The following acts and regulations were used to support the information in this manual.

- (a) Aeronautics Act
- (b) Civil Aviation Regulations
- (c) Airport Traffic Regulations

Persons using this manual are reminded that it has no legislative sanction. For purposes of interpreting and applying the law, the Acts and Regulations should be consulted. Damage to the airport facilities due to flagrant negligence of compliance to this plan may be subject to civil action.

Prince Albert is a Certified Airport #5151-C135 identified as CYPA or YPA. YPA is a designated as an uncontrolled airport. Thus the air traffic is only advised by Flight Services of the current conditions at the airport and pilots are able to make their own decisions as to where and when to maneuver. Vehicle control services are not provided by Flight Services for aprons. This manual is best practice use of the aprons based on the existing design of each surface.

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2. DEFINITIONS

ACN: Aircraft Classification Number; a number which expresses the relative structural effect of an aircraft on different pavement types for specified standard subgrade strengths in terms of a standard single wheel load.

Aerodrome - any area of land, water (including the frozen surface thereof), or other supporting surface used, designed, prepared, equipped or set apart for use either in whole or in part for the arrival, departure, movement or servicing of aircraft and includes any buildings, installations and equipment situated thereon or associated therewith.

Aircraft - any machine capable of deriving support in the atmosphere from the reactions of the air.

Airport - an aerodrome in respect of which a Canadian aviation document issued pursuant to the Aeronautics Act is in force

Airport Operator - the entity, which is the City of Prince Albert, responsible for the operation of the aerodrome as a certified airport.

Airport Manager (APM) - the person in charge of an airport or the authorized representative of that person.

Airside - that area of an airport intended to be used for activities related to aircraft operations and to which public access is normally restricted; all areas inside the airport perimeter fence or airside building security barrier which is marked with “Restricted Area” signs, as defined in the aerodrome security regulations.

AGN: Aircraft Group Number; this operational based concept under TP312 5th edition uses specific characteristic of the aircraft such as approach speed, wingspan, outer main gear span and tail height relating to the infrastructure and Obstacle Limitation Surface design specification for each and every airfield element. This assessment and assignment of an AGN will determine the maximum AGN (size/type) of aircraft the specific airfield element (i.e. taxiway) is capable of accommodating safely.

ALR; Aircraft Load Rating is a number expressing the relative structural loading effect of an aircraft on a pavement. The load rating of the aircraft is defined as the standard gear loading which has the same pavement thickness requirement as the aircraft

Apron - that part of an airport, other than the maneuvering area, intended to accommodate the loading and unloading of passengers and cargo, the refueling, servicing, maintenance and parking of aircraft and the movement of aircraft, vehicles and pedestrians to allow execution of those functions. Also known as a “Ramp or Tarmac”, these terms are not recognized by Transport Canada regulations for airports.

Apron Access Orientation (AAO) – is a procedure/document described in the Airport Traffic Directive & AVOP Manual that allows limited access onto specified locations of the apron for a defined purpose and period of time.

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AVOP - An Airside Vehicle Operator's Permit authorizing a person to operate a vehicle on all airside areas, at the airport named.

Equipment - any motor vehicle or mobile device, either self-propelled or towed, or of a specialized nature, used for runway and airfield maintenance or in the maintenance, repair and/or servicing of aircraft, including test equipment, cargo and passenger handling equipment.

Flight Service Station (FSS) – a NavCanada operated facility from which aeronautical information and related aviation support services are provided to aircraft including airport and vehicle advisory services for designated uncontrolled airports.

Foreign Object Debris (FOD) – any metal, plastic, or paper litter that could potentially cause damage to jet engines or injure personnel.

Groundside - that area of an airport not intended to be used for activities related to aircraft operations and to which the public normally has unrestricted access; the portion of an airport that is publicly accessible.

Maneuvering Area - that part of an airport ordinarily used for the take-off and landing of aircraft and for the movement of aircraft associated with taxiing, but does not include the apron.

Markings; are painted lines on the movement surfaces.

Movement Area - that part of an aerodrome intended to be used for the surface movement of aircraft and includes the maneuvering areas and aprons.

Obstacle Limitation Surface (OLS); A surface that establishes the limit to which objects may project into the airspace associated with an aerodrome consisting of the following; a takeoff surface, an approach surface, a transitional surface and an outer surface.

Outer Main gear span: means the maximum width between the outer edges of the outer main landing gears, as stated by the aircraft manufacturer.

PLR: Pavement Load Rating; is a number expressing the bearing strength of a pavement for unrestricted aircraft operations. PLRs are expressed on a scale of 1 (weakest pavements) to 13 (strongest pavements). Pavement bearing strengths are determined from field measured data on pavement thicknesses and subgrade bearing strengths.

PCN: Pavement Classification Number; A number which expresses the relative load carrying capacity of a pavement in terms of a standard single wheel load.

Taxiway - the part of an aerodrome solely used for maneuvering to and from Apron and Runways.

Taxi-lane - the part of an aerodrome apron solely used for maneuvering to other parts of the apron or access to a taxiway

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Tail height: means the maximum height of the highest part of the aircraft, as stated by the aircraft manufacturer.

Uncontrolled Airport - an airport that is “non-controlled” to the extent that the airport does not have an operating air traffic control tower.

Uncontrolled Area - an area on the airside which does not require “ground” permission to enter; the uncontrolled area consists mainly of the main apron

Vehicle - any type of automobile, bicycle, skateboard, over snow vehicle or any other type of self-propelled vehicle, which does not include aircraft.

Vehicle Control Services (VCS) – NavCanada’s FSS controls the movement of vehicles (not aircraft) on the airport maneuvering areas.

Wingspan: means the maximum width of the aircraft between wing tips, as stated by the manufacturer.

YPA – is the ICAO designator for the airport identification of the Prince Albert Airport.

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3. APRON MANAGEMENT GENERAL / SAFETY RESPONSIBILITIES

3.1 Objective

This manual is intended for instructing staff of organizations operating at the airport on how the aprons are intended to be used as designed. This manual will not repeat all the details of the Airport Traffic Directives / AVOP, as those requiring vehicle accesses onto any apron must be educated in those procedures.

Whilst the Airport Operator will set the framework for safety management, it is fundamental to safe airside working that all airport users work together to ensure the presence of a 'safety culture' and the use of 'best practice' to reduce the risk of accidents. To this end each organization operating at the airport has a responsibility to ensure that safety standards are maintained and wherever possible improved. Therefore the following requirements apply to all organizations operating at the airport:

- Managers must have terms of reference for safety responsibilities.
- All staff must be provided with safe systems for working and be adequately trained to perform the tasks that they are required to undertake.
- Managers must ensure that risk assessments have been undertaken for all tasks/procedures and that all reasonable steps to reduce risks have been considered and implemented in accordance with the relevant legislation.

3.2 Procedures

It is the responsibility of all managers or section heads to ensure their staff is trained, briefed and understands the requirements of apron/airside safety procedures and that a system is established by each organization to ensure these procedures are complied with. The procedures must cover such aspects as individual discipline in airside/apron areas, driver and vehicle operations, safety aspects of equipment use, equipment serviceability, equipment parking, control and guidance of passengers and safety aspects close to aircraft, engines and propellers.

3.3 Mobile Telephones

In line with widespread guidance on the potential effects of mobile telephones, YPA requires that no mobile telephones are used in airside areas as follows:

- Within 10 meters of a refueling aircraft or truck that is refueling an aircraft.
- By passengers who are airside of the Terminal Building

Ground handling agents and airlines are to ensure that passengers are instructed to turn off their mobile telephones when on the airside of the Terminal Building

All staff operating on airside areas and who are required to use a mobile telephone for operational duties may use mobile telephones in compliance with the requirements above. However, when doing so they must exercise care and caution in regard to their surroundings and immediate activities that may be taking place. Under no circumstances may a mobile phone be used whilst driving a vehicle unless it is equipped with hands free capability.

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3.4 Smoking

In common with all Canadian Airports and relevant safety guidance, **smoking on airside is NOT PERMITTED**. Whilst the electronic cigarette itself may present no hazards, it is impossible to differentiate between an electronic and a real cigarette, especially at a distance. This reflects poorly on the airport, its partners and most pressing, has potential to alarm passengers and other apron users regardless of whether or not the individual is actually smoking. All operatives on the apron must either politely request any individuals using electronic cigarettes to cease immediately or notify the Airport Operator who will assist.

3.5 Walkways

Pedestrian walkways are clearly marked and all users are to pay particular attention to passenger/pedestrian movements to/from aircraft in the vicinity of vehicle/equipment operations

3.6 Passenger Escort

Ground handling agents or flight crews are responsible for the safe escort of passengers in airside areas and are to ensure that there is sufficient staff available to adequately supervise passengers on the apron. This is to include the safe supervision of passengers walking to/from the terminal building and the issue of appropriate guidance to ensure passenger safety.

3.7 High Visibility Clothing

The wearing of hi-visibility clothing has long been regarded as one of the key elements of managing safety in the airside environment. Each organizations operating at the airport must address the use of high visibility vest in their own operating procedure/policy.

3.8 Lighting of Apron Activities during the Hours of Darkness

Only those aprons lit with flood lighting should be used at night for any operations other than taxiing. All non-standard activities on the apron, regardless of the time of day, require prior permission from the APM who can be contacted at (306) 953-4900. Upon receipt of permission, it is the responsibility of the party undertaking the activity to ensure that sufficient lighting is in place to provide safety. Any temporary lighting can only be erected upon development of a Safety Case/Risk Analyses and permission from the Airport Operator and NavCanada.

3.9 Low Visibility Procedures

Reduced Visibility Operation Procedures (RVOP) will be implemented in the fall of 2021. See the Canadian Air Pilot (CAP) for details.

3.10 Towing/Taxiing of Aircraft

Whilst an aircraft is under tow, the tug driver is responsible for the safety of the aircraft just as the aircraft commander is when it is taxiing and is expected to comply with this apron management plan.

3.11 Apron rights of way, in order of priority:

1. Aircraft
2. Pedestrians
3. Emergency vehicles with warning devices operating
4. Snow removal or maintenance equipment in the performance of their duties
5. Vehicles towing aircraft and
6. Aircraft fueling vehicles

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3.12 Vehicle Parking

Vehicle parking on airside is addressed in more detail within the Airport Traffic Directive / AVOP manual. Vehicle parking is only allowed with expressed written consent of the airport operator (APM). The areas indicated on the drawing (Appendix A) are for support vehicles only, such as fuel and deicing trucks.

***At no time may a vehicle park, occupied or otherwise, in such a way as to block access for maintenance and emergency vehicles to airside via Gates #1 & #2.

3.13 Auxiliary Power Units (APU)

Aircraft APU's can generate high levels of noise and significant fumes that can cause disturbance to those using nearby aprons, buildings. The noise of an APU may mask the noise of approaching vehicles, thus endangering staff. Wherever possible, airlines / operators and handlers are to ensure that APU's are used for no more than 5 minutes after arrival and no more than 30 minutes before planned departure. Also, wherever possible, APU's are not to be used whilst passengers are embarking / disembarking.

GPU's are to be used in preference to APU's wherever possible.

3.14 Ground Power Units (GPU)

The running of GPU's can cause high levels of noise on apron areas, are an additional obstruction to free movement around a parked aircraft and if poorly maintained, may deposit oil spillage on airfield surfaces. When purchasing GPU's, operators should take account of the manufacturer's noise attenuation standard. Lower working noise levels should be encouraged in the selection process. Operators are to ensure that when GPU's are in use, that the connection cable between the GPU and the aircraft is routed, so that as far as is reasonably practicably, it does not present a trip hazard to persons. Additional identification measure such as hi-visibility tape should be considered as part of a further hazard reduction technique. Operators are to ensure that the GPU's are maintained so that they do not present a safety or i.e. all associated cabling must be adequately shielded from damage. All GPU's and related cables must be rolled back off the maneuvering portions of the aprons at all times when not in use to facilitate winter maintenance.

3.15 Line Maintenance

To meet the increasing demands of air transport requirements and to achieve optimum usage of aircraft parking areas, especially those nearest to the Terminal, priority for aircraft parking usage is given to arriving / departing aircraft.

When aircraft maintenance is undertaken on an apron or out of service aircraft are parked, which may inhibit the ability to perform winter maintenance, the flexibility for allocating that particular parking area to an arriving / departing aircraft is lost. To avoid this, parking area use has been identified in Table 4.2. "No Maintenance Activities Permitted"; defines areas not allowing maintenance activities estimated to be over 1 hour, which otherwise would only delay the process to get flights away on time, without prior airport operator permission.

3.16 Deicing

Deicing of aircraft must only occur within the designated deicing area. A glycol recovery system "Deicing Pad" has been constructed on Apron I to be in compliance with Section 53 of the Canadian Environmental Protection Act.

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3.17 Fueling

All fueling activities on airside must be in compliance with the CSA standard B836-14 Storage, Handling and Dispensing of Aviation Fuels at Aerodromes. Of special note is the limitation on fueling within 15m of the terminal building. Every tenant/licensed user of the airport that has fuel storage must have their own spill containment equipment and emergency response plan. Fuel spills must be reported to the airport operator immediately. Fueling operations are not permitted on turf surfaces.

3.18 Engine Run-ups & Compass Swings;

Defined as, any engine start-up not followed immediately by the departure of the aircraft concerned. A compass swing requires a large unoccupied area for rotating the aircraft through 360° while checking instrument calibration.

The airport operator is responsible for ensuring the safe ground running of aircraft engines on the aerodrome and the control of any resulting blast, fumes and ground noise. The locations and procedures for aircraft ground engine runs and compass swings can be found in table 4.3.

3.19 FOD Control

Any FOD on airside can seriously damage aircraft engines. Ground handling agents or flight crews are responsible for control of any FOD from their operation. There are no waste receptacles on airside, waste must be disposed of on grounds side before going airside. Exterior groundside waste receptacles must have lids. If you observe FOD on airside, you must do your best to remove it. If you cannot remove it, advise the airport operator directly for removal. All FOD incidents should be reported to the airport operator.

3.20 Animal Control

All animals must be under direct control by way of being physically restraint at all times when on airside. A physical restraint can be; leash, harness, kennel or vehicle. The only exemption to this rule is police service dogs or wildlife control dogs hired by the airport operator. All other animal control information can be found in the Airport Wildlife Management Plan.

3.21 Aircraft Chocks

Chocks are used to prevent the movement of an aircraft whilst on the ground. The method used for chocking will vary depending upon the aircraft type and the requirements of individual airline operators. Chocks should be used for every aircraft parked on the apron without tie-downs and only be removed at the request of the pilot. Chocks must be returned to their designated storage area after each use.

3.22 Fire Prevention

Fire prevention is easier than firefighting. The following are guidelines designed to minimize fire hazards on the aprons: the transport or storage of flammable materials on the airport property or the performance of "Hot Work" requires prior permission from the Airport Operator. Fire extinguishers on the Apron or equipment operating on the Apron must be serviceable, checked monthly and clearly tagged showing date of last inspection. Prince Albert Airport does not provide firefighting services, however, the City of Prince Albert Fire Department will respond as required.

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4. LEVELS OF SERVICE

4.1 Design Considerations

4.1.1 Pavement Strength; The bearing strength of airside pavement operational surfaces are determined on behalf of the airport operator by a professional engineering consulting firm experienced in the measurement and analysis of the bearing strength of airport pavements, in determining their ability to support aircraft loads, and in assessing the effect that aircraft loads are likely to have on the future structural performance and condition of the pavement. Refer to the map in Appendix B.

The pavement bearing strength as it relates to the aircraft gear load is expressed in either the PLR/ALR or PCN/ACN system, described in section 2 Definitions. Effectively aircraft with an equal or lesser value ALR or ACN than the PLR or PCN of the movement surface can use that movement surface without prior permission from the airport operator. Refer to table 4.2 for PLR and PCN values of each apron.

4.1.2 Markings

Passenger Pathway Lines “walkways”; are white hatched areas intended for pedestrian movement to and from the terminal to aircraft parking areas. These pathways are to be kept clear of hazards; however it does not alleviate the ground handling agents or flight crews from the responsibility of passenger escort whilst on the apron.

Taxi-lane Lines; are a continuous yellow line from a taxiway center line across an apron leading to other aprons or taxiways. These taxi-lanes are to be kept clear of obstructions for aircraft passage. These lines are depicted with a heavier yellow line in diagram 4.1.

Aircraft Stand; YPA does not have stands, rather Lead-in Lines with similar attributes to a stand; Apron I has six (6) aircraft parking areas delineated via a taxi-lane line that terminate with a curved lead-in line which orientates the aircraft to the passage pathway and separates the aircraft from obstacles such as buildings or other parked aircraft. Refer to table 4.3 and diagram 4.1 for details.

Vehicle corridors and equipment restraint marking are not provided at YPA. The Airport Traffic Directives & AVOP Manual covers driving protocols and equipment parking locations.

4.1.3 Lighting

Edge Lighting/Markers; are blue lights or retro-reflectors markers, no more than 60m apart, to delineate the usable edge of the apron or taxiway. Double Amber lights/markers indicate the transition between the taxiway and apron (FSS permission may be required to cross this threshold).

Flood Lighting; ICOA design standards indicate that apron flood lighting shall be provided on an apron intended to be used at night. Refer to table 4.2 for level of service provided.

4.1.4 Aircraft Design: For the purposes of the Apron Management plan; only the wingspan and gear span of the AGN for access to an apron via a taxiway is relevant. An aircraft with an equal or lesser than AGN is permitted to use the surface without prior permission from the airport operator.

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Table 4.1 Aircraft Grouping Numbers

AGN	Wing Span	Outer Main Gear Spam
I	Less than 14.94m	Less than 14.94m
II	14.94m up to but not including 24.1m	4.5m up to but not including 6m
IIIA & B	24.1m up to but not including 36m	6m up to but not including 9m
IV	36m up to but not including 24.1m	9m up to but not including 14m

4.1.4.1 Examples of typical Aircraft using YPA;

- Beech 1900
 - Wingspan – 17.65 m
 - Outer main gear span – 7.25 m
 - AGNII
 - ACN 5, 0.67Mpa
 - ALR 2.9
- SAAB 340B+ with optional extended wingtips
 - Wingspan – 21.4 m
 - Outer main gear span – 7.3 m
 - AGNII
 - ACN 9, 0.82Mpa
 - ALR 4.1
- ATR 42
 - Wingspan – 22.75 m
 - Outer main gear span – 7.3 m
 - AGNII
 - ACN 10, 0.72Mpa
 - ALR 4.9
- Boeing 737-200 (YPA's AOM - Critical Aircraft)
 - Wingspan - 28.9 m
 - Outer main gear span - 6.4 m
 - AGN IIIB
 - ACN 49, 1.26Mpa
 - ALR 9
- Q400
 - Wingspan – 28.4 m
 - Outer main gear span – 8.8 m
 - AGNIV
 - ACN 18, 0.67Mpa
 - ALR 6

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4.2 Apron Use

Table 4.2 Services Available / Design Limitation - Aprons

Service Level	Apron I	Apron II	Apron III
PLR	10	5	CRB 2.4/Turf/est.
PCN	51/F/C/1.0 MPa/T	13/R/C/W/T	NA <5000kg
Apron Strip**	3m	3m	3m
Markings	Taxi-lane , Parking guidelines	Taxi Lane	None
Edge Lighting*	ME	ME	Retro Reflective
Flood Lighting	Yes	No	No
Tie - downs	No	No	Yes (Cable)
Power Outlets	GPU (4)***	110, 15amp (4)	110, 15amp (24)
Winter Maintenance Priority	1	2	3
Passenger Path Lines	Yes	No	No
Vehicle Corridors	No	No	No
Helicopter TD Pad	No	No	No
Deicing Pad***	Yes	No	No
Vehicle Control	None	None	None
Aircraft Control	Advisory	Advisory	Advisory
Vehicle Access	Gate 1, 2, 3	Gate 1, 12	Gate 10
Fueling Jet – A***	Tank or Truck	Tank or Truck	No
Fueling 100LL***	No	Tank	No
Tug ***	Yes	Yes	No

*ME – Medium intensity lights (Blue)

**Apron Strip; distance unobstructed from edge

*** Service(s) provided by Snowbird Aviation Service (Not the Airport Operator)

4.2.1 Access to Aprons

Terminal(s) use /access; The Commercial Passenger Terminal on Apron I (181 Veterans Way) is for use by any airline or aircraft pilot/passengers. Parking restrictions do apply, see Table 4.3 for details. The Terminal on Apron III (167 Veterans Way) is intended for use by general aviation pilots. Access to the terminals is by way of passcode locks. Codes may be provided by the airport operator or FSS.

Walking Gate; access to aprons is by way of passcode locks. Codes may be provided by the airport operator or FSS.

Vehicle Access; access to aprons is restricted by way of the Airport Traffic Directive & AVOP Manual procedures. Access can only be granted by the airport operator or under escort by those that have an AVOP permit for YPA.

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Tenant Lease Agreements; describe access and use obligations of the lessee. This document is to be considered part of the rules and regulation of the Airport referred to in the agreement.

4.2.2 Aircraft Parking

Apron I parking area AGN limits are indicated on Diagram 4.1 and Table 4.3 which allows for separation from obstacles such as buildings, non-frangible airport infrastructure or other aircraft parking areas.

Table 4.3 Intended Use - Aprons

Parking Area	Aircraft Group Number	Parking Type; <i>Short = 2 hours</i> <i>Medium = 2 days</i>	Uses / Restrictions
Apron I			
1	II	Medium Term / Passenger	Ground handling available by Snowbird Aviation Services. No maintenance activities permitted without permission. Engine run-ups permitted bearing 55° only
2	IIIA	Medium Term / Passenger or Long Term	Ground handling available by Snowbird Aviation Services. No maintenance activities permitted without permission.
3	IIIA	Short Term / Passenger	Commercial Aircraft Only. Ground handling available by Snowbird Aviation Services. No maintenance activities permitted. Fueling Area, for service by Snowbird Aviation Services
4A	IIIB/IV	Short Term / Passenger	Commercial Aircraft Only. Ground handling available by Snowbird Aviation Services. No maintenance activities permitted.
4B	IIIA	Short Term / Passenger	Commercial Aircraft Only. Ground handling available by Snowbird Aviation Services. No maintenance activities permitted.
5	IIIA	Short Term / Passenger	Commercial Aircraft Only. Ground handling available by Snowbird Aviation Services. No maintenance activities permitted. Priority used for Medevac Aircraft Parking.
Medevac	---	Short Term / Medevac	Markings on pavement area for Ground Ambulance parking only.
Deicing Pad	IIIA	Winter Deicing Only	Deicing available from Snowbird Aviation Services. Engine run-ups and compass swings permitted. Summer; Medium Term parking
Apron II	II	Long Term / Maintenance	Maintenance vehicles allowed with AAO permission from Airport Operator. Engine run-ups and compass swings permitted. Day use only other than taxiing.
Apron III	I	Short or Long Term / Maintenance	Day use only. Maintenance vehicles allowed with AAO permission from Airport Operator. Engine run-ups and compass swings permitted.

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It is not always feasible or necessary to position a large aircraft into wind at aerodromes. Where there is a requirement for aircraft to be positioned into wind, this should be the responsibility of the airline, agent or owner concerned. The Airport Operator or ground handling staff may assist by the allocation of suitable parking locations for this purpose.

Marshalling; the Marshaller signals the pilot to keep turning, slow down, stop, and shut down or start engines, leading the aircraft to or away from its parking area. Marshalling is best practice to ensure aircraft maintain their separation from obstacles and are using the parking areas for optimum efficiencies of passenger, cargo and aircraft flows. At YPA, this service is only available on Apron I from Snowbird Aviation Services under agreement between both parties.

Picketing; securing aircraft when parked in the open to restrain movement due to weather or condition of the parking area. Tie-down cables are only available on Apron III. The use of ground penetrating anchors is prohibited unless on private leased land.

At no time may an occupied or unoccupied aircraft park in such a way as to block access for maintenance and emergency vehicles to airside via Gates #1 & #2.

Aircraft parking rates can be found on <http://www.princealbertairport.com> under the "Pilots" tab.

4.2.3 Airport Winter Maintenance; these procedures are covered under the Airport Winter Maintenance Plan. This Plan is reviewed every year and sent out to the major users of YPA for their reference.

Snow removal equipment will not perform any winter maintenance operation closer than 10feet (3m) to any aircraft. Aircraft parked overnight during snow conditions may have windrows around them. The pilot will have to request equipment aided snow removal from the airport operator. Snow removal will only be performed under the pilots' direct observation and may require a fee for service.

5 Airport Operations

5.1 Incident Reporting

The responsibility for the activities of air carriers, air operators, air traffic services providers and other companies and agencies on the airside rests with those agencies; however, it is important to ensure that information, which could affect airside safety, is shared between all agencies operating on the airside. To that end all incidents that happen at the airport are to be reported to the airport operator (APM). SMS information is discussed during regularly scheduled meetings with the various agencies. Additionally, information with respect to an airside activity (i.e; construction) which could impact the operation of a particular carrier or agency is shared with that carrier or agency as required.

Prince Albert Airport (Glass Field) Apron Management Plan

5.2 Security

There is no airside pass control system required or in effect at Prince Albert Airport. Security fencing has been erected along the perimeter of the airport. Only the Airport Manager may authorize access to airside for activities other than the below;

Pedestrian control at the air terminal building and apron(s) is monitored by the airline operator for (e.g., scheduled/charter/commercial/etc) flights, and on all aprons by the private pilot for those passengers flying in non-commercial aircraft. Otherwise, pedestrian or delivery vehicle access and control on the apron is provided by the FBO (Snowbird Aviation Services) Staff.

Access to the itinerant and private aircraft parking area is restricted to the aircraft operator/aircrew and passengers only

A contracted security firm provides groundside security patrols for the airport that includes perimeter security line integrity checks.

5.3 Contact Information

Description	Phone Numbers	Normal Hours of Operation
Airport Manager	(306)980-7123	1330-2230Z Mon-Fri
Airport Maintenance	(306)953-4966	Refer to the CFS
Public Works	(306)953-4900	1400-2300Z Mon-Fri
Snowbird Aviation Services	(306)765-4931	1400-2400Z Mon-Fri
	Frq 129.45 (306)961-4640	After Hours

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APPENDIX B

